



King County

Quick Reference Guide Manage Time Approval

PeopleSoft Version 8.9 (Bi-Weekly)

Quick Reference Guides
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View, Report, Approve Time for your employees

Follow the steps below to view time your employee(s).

Go to: Manager Self Service > Time Management > Report Time > Timesheet



This is how your landing page will look like:

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmpID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

View By: Mon-Sun

Date: 09/14/2007

Refresh

<< Previous Week

Employees For Dylan Dang, Totals From 09/08/2007 - 09/14/2007

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
Name	0.000000	0.000000	0.000000		0.000000	0.000000

1. Once on the landing page, you may search your employee(s) by these options:

By Group ID – (preferred Option) Use this to pull every employee(s) who are in this group. Then you may select individuals from the return list. If you do not know your group ID, see your timekeeper.

Other Options:

- By Employee ID – Use this option if you wish to select one individual at a time. Don't forget to put the 4 leading zeros.
- By Last Name – Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: SMITH should be "Smith".
- By First Name - Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: LAURA should be "Laura".

Report Time

Timesheet Summary

▼ **Employee Selection Criteria**

Description	Value
Group ID	<input type="text"/>
EmpID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

[Get Employees](#)

View By: Mon-Sun **Date:** 09/08/2007 [Refresh](#) [<< Previous Week](#)

Employees For Dylan Dang, Totals From 09/08/2007 - 09/14/2007

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours
Name	0.000000	0.000000	0.000000		0.000000	0.000000

2. In the **"View By"** field, select: **"Mon-Sun"**
3. In the **"Date"** field, select the **FIRST DATE of the current pay period.**
4. Click [Get Employees](#)

If you hit the "Enter" key on your keyboard, it will not do anything.

NOTE: The return list will display ALL employees in the Group ID that you have selected.

- From the return list, select on the name of the employee that you wish to view.

Employees For Nancy Wickmark, Totals From 09/03/2007 - 09/09/2007							
Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID
Andrew Robinson	0.00	0.00	0.00		0.00	0.00	000040269
Dale Cummings	0.00	0.00	0.00		0.00	0.00	000042788
Jay Vavra	0.00	0.00	0.00		0.00	0.00	000042938
Joyce McEwen	0.00	0.00	40.00		0.00	0.00	000043795
Laurence Hahn	0.00	0.00	0.00		0.00	0.00	000042774
Lorraine Kittredge	0.00	0.00	0.00		0.00	0.00	000046320
Mary Bemowski	0.00	0.00	0.00		0.00	0.00	000041039
Patrick Comstock	0.00	0.00	0.00		0.00	0.00	000046592
Paul Roybal	0.00	0.00	0.00		0.00	0.00	000047182
Robin Anderson	0.00	0.00	0.00		0.00	0.00	000045542
Ross Hudson	0.00	0.00	0.00		0.00	0.00	000046684
Sharon Slebodnick	0.00	0.00	0.00		0.00	0.00	000044696
Stephen Cahan	0.00	0.00	0.00		0.00	0.00	000040004

Once you click on the employee's name, it will take you to the Timesheet page.

On the Timesheet Page

On this page, you may view, report and/or approve time for your employee.

Once on the page, it will take you to the first day for which time has been entered. Go to the "Date" field and enter the **current pay period begin date**. Then click "Refresh".

Timesheet

Job Title: Contract Specialist II

EmplID: 0
Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Week

Date: 09/10/2007

Refresh

[<< Previous Week](#)

[Next Week >>](#)

Reported Hours: 24.00 Hours

Scheduled Hours: 40.00 Hours

[Next Employee >>](#)

From Monday 09/10/2007 to Sunday 09/16/2007

Timesheet
(PDF)

Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Total	Time Reporting Code	Taskgroup	Override Rate
8.00	8.00	8.00					24.00	001 - Regular	DEFAULT	

Submit

By saving this page, I certify that I have reported all the hours that I worked

[Reported Time Status - click to hide](#)

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	09/10/2007	Needs Approval	8.00	001	
<input type="checkbox"/>	09/11/2007	Needs Approval	8.00	001	
<input type="checkbox"/>	09/12/2007	Needs Approval	8.00	001	

[Select All](#)

[Deselect All](#)

Approve Selected

Deny Selected

[Reported Hours Summary - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Return to Select Employee](#)

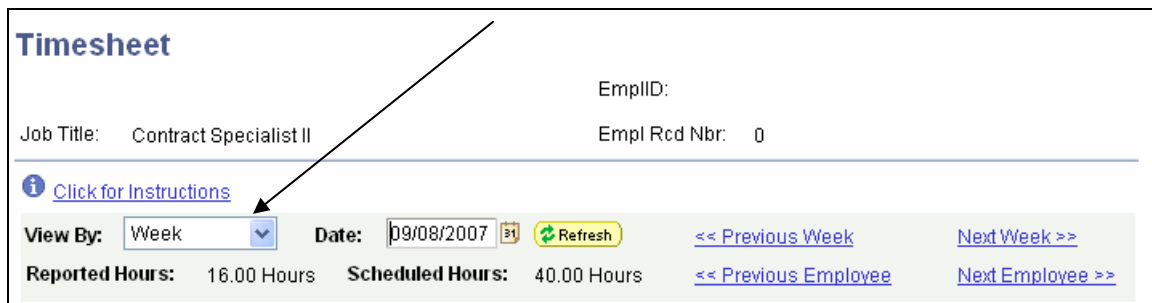
NOTE: The default view for this page displays a week at a time. You may choose to review for the entire 2 week pay period. To do so, go to "View By" field and choose "Time Period".

6. Review the time carefully
7. If you wish to make any corrections to the time, you may do so on this page
8. When you are ready to approve the time, select the row(s) that you would like to approve time on
 - To select individual days, click on the checkbox to the left of the date
 - To select everything, click on the "Select All" hyperlink
 - To unselect, click on the checkbox again or "DeSelect All"
9. Then click on Approve Selected

NOTE: If you click on Deny Selected or if you do not approve the hours, it will not be processed by payroll. **It is your responsibility to notify your employee or timekeeper immediately of the situation.** The system will not do anything other than change the status to “Denied”.

The following are special instructions for navigation on the page:

If you have selected the “View By” Week:



Timesheet

Job Title: Contract Specialist II EmplID: Empl Rcd Nbr: 0

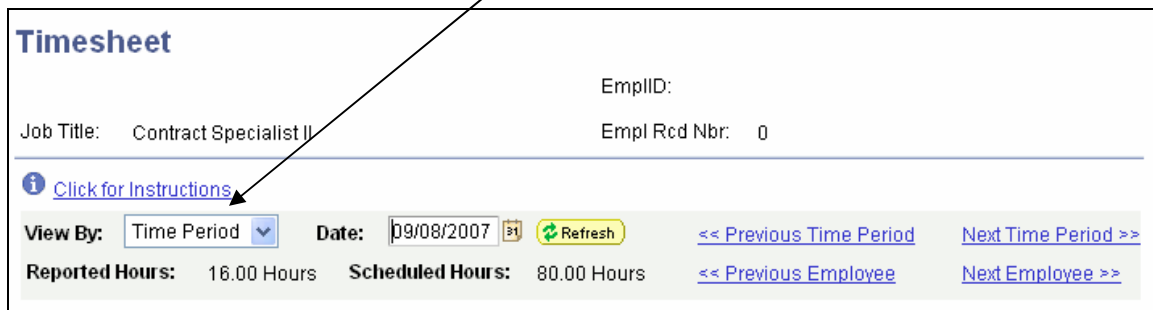
[Click for Instructions](#)

View By: Week ▼ **Date:** 09/08/2007 31 Refresh [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 16.00 Hours **Scheduled Hours:** 40.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

- “Previous Week” hyperlink will take you to the week before.
- “Next Week” hyperlink will take you to the following week.
- “Previous Employee” hyperlink will take you the previous employee from the return values on the search page.
- “Next Employee” hyperlink will take you to the next employee from the return values on the search page.

If you have selected the “View By” Time Period:



Timesheet

Job Title: Contract Specialist II EmplID: Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Time Period ▼ **Date:** 09/08/2007 31 Refresh [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 16.00 Hours **Scheduled Hours:** 80.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

- To see the previous pay period, click on the “Previous Time Period” hyperlink
- To see the next pay period, click on the “Next Time Period” hyperlink


Business Unit	Job Code	Cost Center	Subproject/Task	Phase	TL Project	Grant	Step		
KCBUS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- To add a row, scroll all the way to the right and click on the “+” sign

- To delete a row, scroll all the way to the right and click on the “-“ sign
- To view the total of hours per day and per week, click on the hyperlink below:

 [Reported Hours Summary - click to view](#)

It will then expand the details:

 Reported Hours Summary - click to hide								
Category	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Total
Total Reported Hours				8.00	8.00	8.00	8.00	32.00
Go To: Manager Self Service Time Management Return to Select Employee								

- Click on “Return to Select Employee” if you wish to return to the search page listing.

Approve Time in Mass

Use this option only if you have not approved the time yet, but you have viewed your employee(s) time from the previous steps. You may approve ALL time for the entire group.

Go to: **Manager Self Service > Time Management > Approve Time > Reported Time**



This is how your landing page will look:

This screenshot shows the 'Approve Reported Time' page, specifically the 'Timesheet Summary' section. It features a 'Menu' on the left with a search bar and a list of navigation options including 'My Favorites', 'Self Service', 'Manager Self Service', 'Time Management', 'Approve Time', 'Report Time', 'View Time', 'Quick Reference', 'Benefits', 'Time and Labor', 'Reporting Tools', 'PeopleTools', 'Change My Password', and 'My System Profile'. The main content area is titled 'Approve Reported Time' and 'Timesheet Summary'. It includes an 'Employee Selection Criteria' table with fields for 'Group ID', 'EmplID', 'Last Name', and 'First Name', each with a search icon. A 'Get Employees' button is next to the table. Below the table is a text box with instructions: 'Please enter the Group ID or the Emplid for whom you would like to approve time for. Then enter a specified date and how you would like to view it by. If the "All Time Later Than" option is chosen, please remember that it does not include the date that is entered on the date field.' There are dropdowns for 'View By:' (set to 'Mon-Sun') and 'Date:' (set to '09/13/2007'), along with a 'Refresh' button and navigation links for '<< Previous Week' and 'Next Week >>'. Below this is a table titled 'Employees For Tyler Dang, Time Needing Approval From 09/08/2007 - 09/14/2007'. The table has columns: 'Select', 'Name', 'Hours to be Approved', 'Reported Hours', 'Scheduled Hours', 'Exception', 'Approved/Submitted Hours', 'Denied Hours', 'Employee ID', 'Job', 'Department', and 'Workgroup'. The first row shows a checkbox, the name 'Name', and several zero values. Below the table are 'Select All' and 'Clear All' checkboxes, and 'Approve Selected' and 'Deny Selected' buttons.

Once on the landing page, you may search your employee(s) by these options:

By Group ID – (preferred Option) Use this to pull every employee(s) who are in this group. Then you may select individuals from the return list. If you do not know your group ID, see your timekeeper.

Other Options:

- By Employee ID – Use this option if you wish to select one individual at a time. Don't forget to put the 4 leading zeros.
- By Last Name – Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: SMITH should be "Smith".
- By First Name - Use this option if you wish to pull your employees who have this last name. *This is case sensitive.* Use upper case for the first letter and then the rest with lower case. For example: LAURA should be "Laura".

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Please enter the Group ID or the Emplid for whom you would like to approve time for. Then enter a specified date and how you would like to view it by. If the "All Time Later Than" option is chosen, please remember that it does not include the date that is entered on the date field.

View By: Date:

Employees For Tyler Dang, Time Needing Approval From 09/08/2007 - 09/14/2007

Select	Name	Hours to be Approved	Employee ID	Job	Department	Workgroup	Taskgroup	Business Unit	Location Code
<input type="checkbox"/>	Name	0.000000							

☒ Select All ☐ Clear All

- In the "View By" field, select: **"All Time Before"**
- In the "Date" field, select: The **FIRST DATE of the Next pay period.**
- This will select up all time for your employees in the Current Pay Period.
- Click
- If you hit the "Enter" key on your keyboard, it will not do anything.

NOTE: The return list will display only those employees who have reported their hours, that now require your approval. If you do not see an employee that you expected to see, it is possible that the employee did not report any time. To verify this, go back to the beginning of the instructions.

Go to: Manager Self Service > Time Management > Report Time > Timesheet

The page will look as follows if there are time waiting for you to approve:

Employees For Nancy Wickmark, Time Needing Approval Before 09/22/2007							
Select	Name	Hours to be Approved	Employee ID	Job	Department	Workgroup	Taskgroup
<input type="checkbox"/>	Dale Cummings	8.00	000042788	241804	I5721	L17C4BE	DEFAULT
<input type="checkbox"/>	Jay Vavra	40.00	000042938	241703	I5721	L17C4BE	DEFAULT
<input type="checkbox"/>	Joyce McEwen	24.00	000043795	241804	I5721	L17C4BE	DEFAULT

☒ [Select All](#) ☐ [Clear All](#)

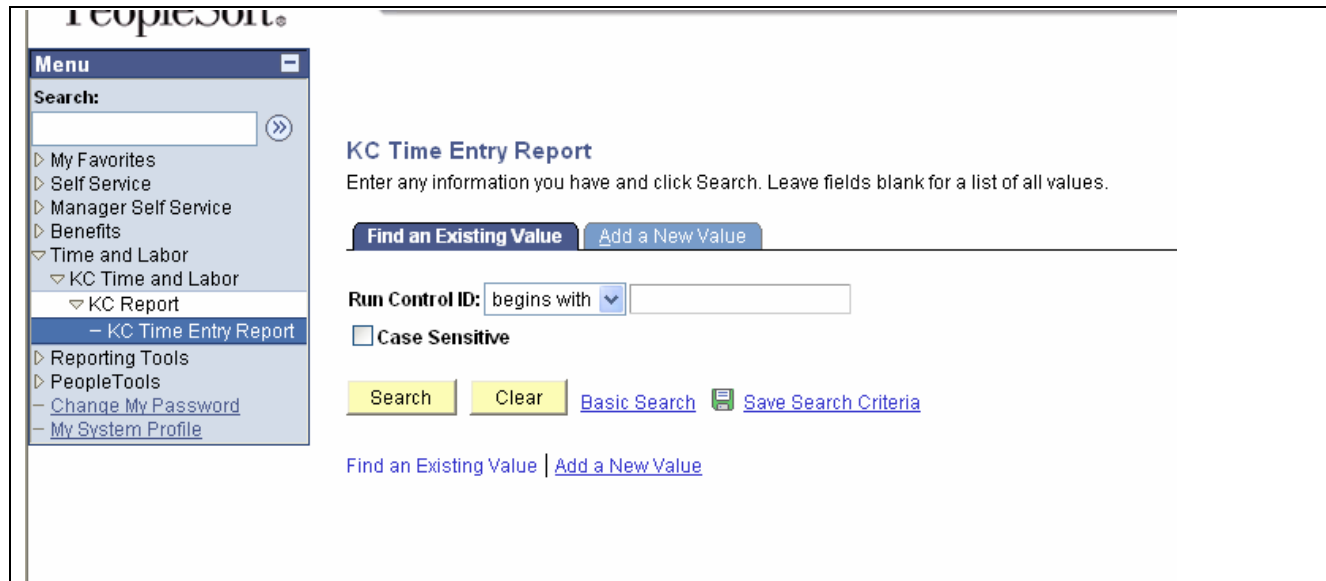
From the return list, click the **“Select All”** hyperlink and click on “Approve Selected” button if you are ready to approve ALL hours for ALL your employee(s). To see the details for each employee, click on the employee name. It will take you to the Timesheet Page under “View, Report, Approve Time for your employees” section.

Run Time Entry Report

Go to: Time & Labor > KC Time & Labor > KC Report > KC Time Entry Report



This is how your landing page will look like:



- Click on the yellow "Search" button
This will tell you if you had an existing run control.
 - If you had no run control - "No matching Entries Found"
 - If you had only one run control - It will take you directly to the page
 - If you had multiple run control - Select the one that you wish to use
- To create a new run control – Skip this if you already had a run control (go to the next bullet)
 - Click on "Add a New Value" tab
 - Name the run control as you wish without spaces. If you need to do spaces, use the underscore
 - Click on the "Add" button

Time Entry Report

Time Entry

Run Control ID: Time_Entry [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Run Control Parameters

Pay Period Begin Date: End Date:

Employees To Process Find | View All | First 1 of 1 Last

EmplID	Name	Empl Rcd Nbr	Group ID	Description	*Include/Exclude Indicator
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	Include <input type="button" value="+"/> <input type="button" value="-"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

- Enter a valid pay period begin date
- Enter a valid pay period end date
- Add all employees that you wish to run the report for in the Emplid field
Once you tab out of the field, it will remove the Group ID field
- Add all the groups that you wish to run the report for in the Group ID field
Once you tab out of the field, it will remove the Emplid field
- Click on the “SAVE” button at the bottom
- Click on the “RUN” button at the top
- On the Server Name field, select “PSUNX”

Process Scheduler Request

User ID: WICKMAN0314 Run Control ID: Time_Entry

Server Name: Run Date:

Recurrence: Run Time: [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	KC Time Entry Report	KC_TL02B	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

- Click on the “OK” yellow button
The button will take you back to the Time Entry report page

- Click on the “Process Monitor” hyperlink

Time Entry Report

Time Entry

Run Control ID: Time_Entry [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Run Control Parameters

Pay Period Begin Date: 09/08/2007 End Date: 09/21/2007

Employees To Process Find | View All | First 1 of 1 Last

EmplID	Name	Empl Red Nbr	Group ID	Description	Include/Exclude Indicator
		0			Include

Save Return to Search Previous in List Next in List Notify Add Update/Display

- Click on the “Refresh” button until the Run Status says “Success” and the Distribution Status says “Posted”

Process List [Server List](#)

View Process Request For

User ID: WICKMAN0314 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List Customize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	446542		SQR Report	KC_TL02B	WICKMAN0314	09/20/2007 10:09:24AM PDT	Success	Posted	Details
<input type="checkbox"/>	446479		SQR Report	KC_TL02B	WICKMAN0314	09/19/2007 11:41:39AM PDT	Success	Posted	Details

- Click on the “Details” hyperlink to retrieve your PDF report

Process Detail

Process	
Instance:	446542
Name:	KC_TL02B
Run Status:	Success
Type:	SQR Report
Description:	KC Time Entry Report
Distribution Status:	Posted

Run	Update Process
Run Control ID: Time_Entry	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSUNX	
Recurrence:	

Date/Time	Actions
Request Created On: 09/20/2007 10:11:42AM PDT	Parameters Transfer
Run Anytime After: 09/20/2007 10:09:24AM PDT	Message Log
Began Process At: 09/20/2007 10:12:05AM PDT	Batch Timings
Ended Process At: 09/20/2007 10:12:14AM PDT	View Log/Trace

- Click on “View Log/Trace” hyperlink

View Log/Trace

Report	
Report ID: 44266	Process Instance: 446542 Message Log
Name: KC_TL02B	Process Type: SQR Report
Run Status: Success	

KC Time Entry Report

Distribution Details	
Distribution Node: HTTPS	Expiration Date: 09/27/2007

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,831	09/20/2007 10:12:14.000000AM PDT
kc_tl02b_446542.PDF	8,836	09/20/2007 10:12:14.000000AM PDT
Trace File	627	09/20/2007 10:12:14.000000AM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	WICKMAN0314

- Click on the PDF hyperlink
- Print your PDF if needed